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E X A M P L E

25 July 1969

MEMORANDUM FOR: Chief, Building Planning Staff

SUBJECT : Report for the Week of 21 - 25 July 1969

1. Completed 1"=100' drawing of roads and walks; now in reproduction.
2. Continued work on analysis of present power, steam and chiller capability, as basic to expansion or new equipment determination.
25X1A
 - a. Meeting with [REDACTED]
 - b. Meeting with RECD officers on chiller status, capacity and maintenance/repair costs and time
 - c. Examined specs and layouts
 - d. Personally observed boiler room and power plant in operation.
3. Took preparatory steps toward assembling EAA background information and schematics of earlier EAA construction plans, to determine what aspects will involve BPS action.
25X1A
 - a. Meeting with [REDACTED]
4. Continued research in engineering journals, for new materials, designing, utility equipment, and devices for control and scheduling of the inner workings of a modern building.
5. Initiated research into current policy, directives, laws, etc., to determine whether civil defense considerations will call for (or not) BPS planning and accommodations in relation to new construction.

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[REDACTED]
Engineer

Building Planning Staff, OL

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